CTMS/CDUS SIG Teleconference
Meeting DRAFT Minutes

Meeting Date	Wednesday, November 10, 2004
	12-1 PM EDT
Attendees:	**Working group coordinators**: Scott Finley (Booz Allen Hamilton) and Harshawardhan Bal (Booz Allen Hamilton)

Participants:

Name	Email	Center
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Michael Becich	becich@pitt.edu	Pittsburgh
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Agenda:	1. Review Status of Minutes of last Teleconference
	2. Update on Action Items
	3. Discussion/Assignment of White Paper Questions
	4. Plans for next Face to Face Meeting, November 16-17, 2004
	5. Discussion of Teleconference on November 24th

General discussion points raised by participants:	Comments were made to change the minutes as written to reflect that Troy Budd should be the contact for the CDE project as Beverly Meadows is no longer involved in this aspect. In addition we noted that Connie Kiefer continues to monitor the approval process for distribution of the FTP questionnaire to the entire group. Troy Budd gave an update on the CDE project aimed at determining CDE compliance in CDUS reporting. He will address security, acknowledgment and harmony concerns with the Project Officers and bring back that information to the SIG. Troy will forward information to Rhoda to distribute to the SIG for input. Prakesh Nadkarni questioned how many had completed the online CDE tutorial from NCI. He encouraged all to complete this tutorial. A web-based live version should be available soon. We discussed strategies for the development of the four identified questions into white papers. Scott Finley reminded the group that the goal of the white papers is to 1) serve as a prelude to the developers for a SOW as it will describe the nature of the project and 2) mechanism to move the Workspace to a consensus position for a controlling audience and thus create a workspace to harmonize requirements to improve and simplify reporting. We discussed each individual question to clarify any areas of confusion that each authored might have so they can draft an outline of their assigned question to be discussed at the Face to Face meeting. We also agreed the authors would forward their presentation electronically to Rhoda to combine together for the meeting We discussed agenda items for the Face to Face meeting. We decided Warren Kibbe and Sorena Nadaf would present the results of their testing and findings for discussion. In addition we will present our white papers for discussion. We all agreed we would keep the next teleconference on Wednesday, November 24th as scheduled.
Action items	• Determine if we can send revised CTEP secure FTP implementation document and questionnaire to entire Workspace (Connie Kiefer) • Obtain finalized information from the CDE project to discuss how to standardize the different reporting systems and NCI (Troy Budd) • Work on the data parser test and provide the necessary details and updates to the SIG (Sorena Nadaf, Warren Kibbe) • Develop and circulate to SIG the four identified questions for the white papers (assigned SIG members) • Discuss the aggregated results of CTMS/CDUS AE reporting survey when all responses are in (Joyce Niland, Rhoda Arzoomanian)